

## CM/ECF

### Maintain User Accounts

All CM/ECF users will be given a user login and password. Individual users can be given access to maintain their own account information through **Maintain Your ECF Account**. Using this option users can update their name, mailing and e-mail addresses, e-mail preferences, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

The lesson on this module will show how a user can modify:

- ◆ user name, address, SSN or TIN,
- ◆ E-mail addresses
- ◆ electronic noticing preferences
- ◆ user login and passwords

**STEP 1** To access these functions, go to Utilities on the CM/ECF Main Menu bar. Under the Miscellaneous category, select **Maintain User Accounts**. (See Figure 1).



**Figure 1**

The **Maintain User Account** screen appears. (See Figure 2)

**Figure 2**

At the user account screen, the user **CAN** update or change the following:

- Last, First and Middle name.
- Generation (Sr., Jr., II, III, etc.,)
- Title (Attorney at Law, Esquire, etc.,)
- Office Name
- Address 1 and 2 - NOTE: Address 3 is an invalid field)
- City, State or Zip
- Country or County
- Phone & Fax numbers
- SSN
- Tax ID number

The user **CANNOT** update or change the following. If these items need updating the user must contact the court.

- Bar ID number
- Bar Status
- DOB

The following items are for **court use only**:

- Mail group
- Initials
- AO Code
- End date

## STEP 2

When you have completed the information on this screen, click on the **[Submit]** button or if the user will be receiving electronic notices/e-mail, click on the **[E-mail Information]** button.  
(See Figure 2a.)

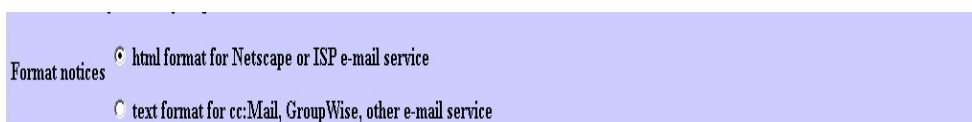
The **E-mail information** screen will allow users to specify if they want to receive electronic notices of filings in specific cases and set certain preferences.

The screenshot shows the 'E-mail information for Joyce Bradley Babin' screen. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area has a title 'E-mail information for Joyce Bradley Babin'. Below the title, there is a text box for 'Primary e-mail address' containing 'tgreenwood@l3ark.com'. Underneath, there are two checkboxes: 'to my primary e-mail address' (checked) and 'to these additional addresses' (unchecked). Below these, there are two more checkboxes: 'Send notices in cases in which I am involved' (checked) and 'Send notices in these additional cases' (unchecked). At the bottom, there are two radio buttons: 'Send a notice for each filing' (selected) and 'Send a Daily Summary Report' (unselected). Below the radio buttons, there is a section for 'Format notices' with two radio buttons: 'html format for Netscape or ISP e-mail service' (selected) and 'text format for cc:Mail, GroupWise, other e-mail service' (unselected). At the very bottom, there are two buttons: 'Return to Account screen' and 'Clear'.

Figure 2a

Users can request copies of all noticing on these cases or a daily Summary of all noticing activity for cases in which the user has subscribed. All activity includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

- ◆ Enter the user's **Primary e-mail address**.
  - ◆ **Send the notices specified below...**  
Enter the e-mail address(es) to which the notifications should be sent. Besides your standard e-mail address, you may have notices sent to other e-mail address(es). Users should consider special mail boxes for CM/ECF notices if heavy volume is anticipated.
  - ◆ Enter the cases for which notification should be sent. You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys may want to be notified of transactions in cases they have an interest in but are not active parties to the case. Court and chambers staff can monitor cases through this process also. This list can be edited here. It is possible to select both options.
  - ◆ Indicate if you want to have **individual notices** or a **Daily Summary Report** e-mailed for the case(s) identified in the previous step. (Notifications for claims will also be included in your mail list.) You cannot elect to receive both separate Notices and the Summary report.
- A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the Summary e-mail notification will display the docket event and the document number (including the hyperlink). An attorney who has elected to receive Summary e-mail will receive it even when his/her case numbers have not specifically been listed in the e-mail setup screen.
- ◆ Enter the e-mail delivery method. (See Figure 2b)



**Figure 2b**

The html format will include hyperlinks to the document or claim.

Text format will feature the URL of the PDF document which can be copied and pasted into the location bar or your browser. (See Figure 2c).

Notice of Electronic Filing  
The following transaction was received from Abraham P. Bellows on 1/23/2001 at 3 :51 PM CST

Case Name: William Wonka  
Case Number: 97-13259 <https://bkecf-train.aottd.uscourts.gov/cgi-bin/DktRpt.pl?252>  
Document Number: 2  
Copy the URL address on the line below into the location bar of your Web browser to view the document:  
[https://bkecf-train.aottd.uscourts.gov/cgi-bin/show\\_case\\_doc?2,252,,169281,](https://bkecf-train.aottd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281)

Figure 2c

- ◆ Verify the information and click on the **[Return to Account]** button.

**Reminder:** Internet users can be given access to the screen displayed in Figure 2a so that they can make changes to their own e-mail address and preferences.

**STEP 3** If the user wishes to change his/her password click on the **[More user information button]** and the following screen will appear (See Figure 3)

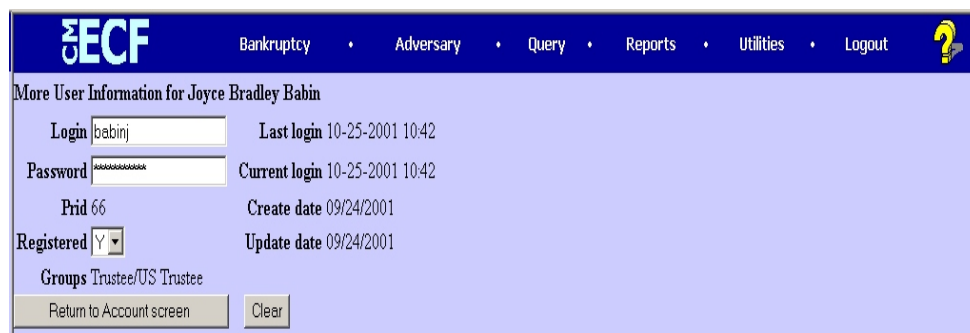


Figure 3

Once the password has been changed, click on the **[Return to Account]** button.

**STEP 4** You must click on the **[Submit]** button to update the Person record/changes you have made. (See Figure 4)



Figure 4

**STEP 5**

The screen in Figure 5 is used to display the information that was submitted. If you checked any of the boxes for sending notices for each filing, or sending a Daily Summary report, this screen will indicate the option is turned "on".

Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.



The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a blue header bar with the ECF logo on the left and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area has a yellow background and contains the following text:

Updating person record...  
Update Person Prid: 333288

The update was successful.... prid 333288 - Kerry Ledford

Updating user record  
The user update was successful

Set up automatic e-mail notification complete for Kerry Ledford  
Send Notification in all cases for which you represent a party = on  
Send Notification to primary e-mail address = on

Case list:  
[00-10122 Dale A. Daniels](#)  
[00-12243 George Stephanopolous](#)

E-mail notice of electronic filings for selected cases= on  
Summary e-mail = on  
Primary e-mail Address: ledfordk@aottd.uscourts.gov  
Additional e-mail Address:

**Figure 5**